

STUDENT POSITION DESCRIPTION

2609 UNIVERSITY INTERN

Hiring Department: Student Activities

Supervisor: Assistant Director of Student Activities

Hours per week: 10

Length of appointment: September through May

Application Deadline: As Advertised

POSITION OVERVIEW

2609 University is a location on campus newly developed to support the goals, philanthropies, mission and visions of over 1,100 student organizations. At this location, a student organization can meet with their organization members, learn about policies and allow their ideas come to life by working and collaborating with the Student Activities area in the Office of the Dean of Students. In order to support the vision and purpose of this location and the increasing population of student organizations, a student team, 2609 University support staff, is necessary to fulfill office functions, monitor building operations, provide customer service and support 2609 University building staff, students and visitors.

STUDENT LEARNING ASSOCIATED WITH THIS POSITON

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain well-being.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

QUALIFICATIONS

- Strong oral and written communication skills
- Organized and detail-oriented
- Ability to work autonomously

DUTIES AND RESPONSIBILITIES

- Create a friendly environment in 2609 University for students, staff and visitors by building positive working relationships with public safety and other campus entities
- Regulate and monitor service, safety and security within the 2609 facility and associated outdoor space
- Monitor EMS (the department's event management system) on an hourly basis
- Meet with campus community members who will utilize spaces within the building to review technology instructions and educate clients on building policies
- Prepare all meeting rooms in 2609 University for clients including unlocking/locking and inspecting rooms before/after each reservation
- Fulfill office management functions

- Develop a working knowledge of the Institutional Rules, specifically those regarding student organizations, co-sponsorship, events, trademark and licensing and building policies
- Execute emergency procedures when needed
- Other duties as assigned

HIRING PROCESS

1. Participate in the ULN selection process.